

## Appoint an Officer to Your Agency – Revised 4/18/2016

**Attention:** Effective January 31, 2016, a Physical/Psychological Affidavit (Form 6) must be completed and submitted for EVERY CERTIFIED OFFICER APPOINTMENT TO YOUR AGENCY.

Please go to the Required Physical/Psychological Affidavit page for instructions on entering your Form 6 Affidavit.

Making personnel changes to your agency's roster is reserved for Training Coordinators and requires a special access level through the POST Portal. Log in to the Colorado POST Portal and select the "**Personnel**" tab. If you have the access level permission necessary to make changes to your agency's roster, you will see a list of personnel currently employed with your agency.

To appoint an officer, select "**Request to Add Employee**" under the "**Personnel**" tab. See screenshot example below:



Enter the last name and PID number of the person you are appointing, then select "Search"(screenshot below).

\*Please note: If you do not know an individual's PID, you may contact POST at 720-508-6721 or [email](#) to request it. Individuals with [Portal](#) access can find their PID number by logging into the Portal.

Colorado Peace Officer Standards and Training Portal Kiskiras, Ariel

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## Personnel

Personnel Update for Colorado POST

### Add a New Employee

Colorado POST will receive this request for approval.

\* Last Name  [? Help me search](#)

\* PID

When you arrive at the Personnel Update page (screenshot example below) enter the following information:

Enter the correct hire date (the default is today's date).

Enter the Title/Rank.

Enter the Employment Type. For officers who hold a basic certification, select "Certified Peace Officer". Please do not use the designation "Sworn" as this means different things to different agencies.

You may enter appointment type and add any comments you choose.

Please note that in order for POST staff to approve your request, you **MUST** have submitted an affidavit of a psych/medical evaluation being completed for the individual within the past three years. The Form 6 serves as an official verification from your agency that the individual has completed a psych/medical check within the last three years and that proof of the documents were made available to your agency. We will reference these Form 6s in the event that your agency is audited.



## Personnel

Personnel Update for Colorado POST

## Add a New Employee

Colorado POST will receive this request for approval.

Name Kiskiras, Ariel

PID 6189-6044

If this is not the right person, search again.

Organization Colorado POST

\* Hire Date 4/18/2016

\* Title/Rank Choose...

Employment Type Choose...

Appointment Type Choose...

Comments Provide any additional information relevant to this employment

Characters: 0 of 250 allowed.

Cancel Submit Request

**\*Please Note:** Officers must change their own addresses and phone numbers in the POST Portal; however, we must continue to receive a [Form 5](#) and documentation for name changes. Please email, fax or mail Form 5s and documentation for name changes to POST.

We have given Portal access to every agency; every officer should have received an email with instructions on logging into the Portal. Please make sure that an officer has checked all email addresses and spam folders for this email before requesting access again by utilizing this [webform](#).